

AVOID DELAY, RETURN or DENIAL OF YOUR CLAIM!

DO THIS FINAL CHECK BEFORE MAILING!

(OR... better yet, read it FIRST!)

Within 4 to 6 weeks of receipt of your claim by NMETC you should receive an electronic funds transfer (direct deposit) for the amount verified as authorized in accordance with all guidance on the website and in the Student Handbook (SH). If we are unable to process any item or items submitted on your claim for any reason, you will be notified.

- ☐ **SF-1164 (claim) is legible** (type/print in black ink), **complete, signed and dated**.
Appendix A in the student handbook provides SF-1164 line-by-line instructions.
A blank, fillable SF-1164 is located on the Forms page of our website.
- ☐ **Items authorized** for reimbursement. I've not exceeded maximum quantity or \$\$\$.
Verify w/current lists! Scroll down on the website Reimbursement page to links.
- ☐ Items were purchased no more than 45 days prior to my benefit start date (BSD) or no later than 45 days prior to **graduation date*** (claim at NMETC **30 days prior***)
- ☐ **ORIGINAL & 1 COPY** of the SF-1164 included. Need copy of claim form only.
Do NOT send a copy of the backup documentation. Only original backup is needed.
- ☐ All items claimed on any one SF-1164 were **purchased in the same Fiscal Year**.
A fiscal year is October 1st of one year to September 30th of the following year.
- ☐ SF-1164 is itemized in the order that items appear on the original receipts.
- ☐ Small receipts are taped or stapled (tile-fashion) to 8 ½" X 11" sheet/s of paper.
- ☐ **Original**, qualifying receipts are included for each item claimed (SH 3-8 par 2).
- ☐ Required book list, course rotation schedule, and/or syllabus included.
Proof must be provided to demonstrate items claimed are **required**. (SH 3-1 par 4).
- ☐ Required proof that I have **passed my exam!** (USMLE/COMLEX/NBDE/NBEO)
- ☐ **Dean's Certificate*** Dean's Certification must be included with **EACH** claim, be **signed, dated & all sections complete**. **NEW*** blank form on website forms page.
- ☐ As with all correspondence you send to NMETC, be sure to **keep copies of your entire claim submission package** for your records, in case of questions and for future reference. If it gets lost in the mail, you will be able to duplicate the package easily.

Additional details can be found on the Reimbursement page and in chapter 3 of the student handbook on our website: <http://nshs.med.navy.mil/hpsp/Pages/HPSPHome.htm>

Email questions/comments to OH@nmetc.med.navy.mil subject "Reimbursements"